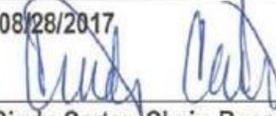


Grant County Personnel Policy

DATE ISSUED: 08/28/2017	EFFECTIVE DATE: 08/30/2017
APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

805 – Extended Leave-of-Absence

- 805.1 In certain circumstances, Grant County may grant regular employees an extended leave-of-absence not to exceed twelve (12) months. The granting of an extended leave-of-absence is at the sole discretion of, and is subject to the prior approval by, the Board of County Commissioners.
- 805.2 Employees must exhaust all accrued annual leave and compensatory time while on an extended leave-of-absence prior to going to unpaid status. Any benefits available prior to the extended leave-of-absence will be retained. However, no additional benefits will be awarded, earned or accrued while on extended leave-of-absence in an unpaid status. An employee on an approved extended leave-of-absence in an unpaid status may qualify for health insurance continuation in accordance with COBRA. (See Policy 900, Benefits, section 903 *Continuation of Health Insurance Benefits (COBRA)*).
- 805.3 To request an extended leave-of-absence, a Leave Request & Authorization Form with a written letter of explanation should be submitted, in advance, to the employee's supervisor. An employee on an extended leave-of-absence may not necessarily retain his/her position during their leave of absence.